

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
ARCADIA MENTAL HEALTH CENTER  
SERVICE AREA 3

**TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES  
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

**SECRETARY III**

Arcadia Mental Health Center is seeking an enthusiastic, highly motivated, reliable, productive, and experienced person to fill the position of Secretary III. Arcadia MHC is a large outpatient clinic serving adult clients who reside in Service Area 3. The main clinic is located at 330 E. Live Oak Avenue in the city of Arcadia.

**EXAMPLE OF DUTIES:**

- Provides daily management and secretarial support directly to the Mental Health Clinical Program Head and administrative team.
- Gathers data for general information purposes or special reports and contacts other departments for additional materials/information as necessary.
- Schedules appointments and arrange conferences and meetings, including reserving conference rooms and preparing handouts and other materials.
- Coordinates staff meetings and prepares minutes.
- Prepares correspondence, notices, and bulletins.
- Reviews documents submitted to Program Head and ensures all relevant information is included.
- Screens phone calls and refers to the appropriate individuals within the program.
- Creates binders, forms, graphs, spreadsheets, and reports.
- Maintains and organizes the office files.
- Serves as the main timekeeper for the clinic.
- Runs weekly IS reports for staff.
- Other duties as assigned by the Program Head.

**DESIRABLE QUALIFICATIONS**

- Strong verbal skills to communicate effectively with others
- Strong written communication skills to edit and draft documents
- Strong administrative and organizational skills
- Adaptable and flexible to meet the high demands of the program
- Able to multi-task, prioritize multiple assignments and meet deadlines
- Highly-Skilled with IBHIS and Microsoft Office software programs

Interested individuals holding the title of Secretary III are encouraged to submit a resume, last two performance evaluations and Master Timecard via fax or e-mail by **October 24, 2014**.

**Elizabeth Gross, Ph.D.**  
**MHC Program Head**  
[egross@dmh.lacounty.gov](mailto:egross@dmh.lacounty.gov)  
**Fax: (626) 821-0858**

**AN EQUAL OPPORTUNITY EMPLOYER**